



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

TRANSLATOR

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Posting Number

PN# 111108

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Department

Houston Airport System

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Division

Bush Intercontinental Airport

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Section

Administrative Services

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Reporting Location

2800 North Terminal Road *

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Workdays & Hours

Shift work, including rotation, weekends and holidays*

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Translates verbal and written communications from one language to another to assist non-English speaking airport customers and visitors. Provides simultaneous translation of spoken passages from one language to another. Furnishes information in person and by telephone to customers/visitors who do not speak English. Performs general clerical duties, including using PC to enter data; changing and retrieving information/messages. Posts schedules and information, compiles data and prepares reports, answers phone and directs calls. Assists with other projects as requested.

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WORKING CONDITIONS

Performing these duties will involve: hearing within the normal ranges; sitting for long periods of time; be able to lift up to twenty (20) pounds; speaking clearly and distinctly; observing and differentiating details; attending to details amid distractions; adjusting to interruptions, changes and repetitive activities; and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Associate's degree in a foreign language or a field relevant to the work being performed.

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MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of experience in translation or customer service is required. Must be proficient in both verbal and written communications of a foreign language. Additional experience may be substituted for the education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to applicants who are bilingual in **SPANISH/ENGLISH**.

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SELECTION/SKILLS TEST REQUIRED

Application review and/or interview. Must pass a bilingual assessment test prior to employment.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 11

\$903.00 - \$1,051.00 Biweekly \$23,478.00 - \$27,326.00 Annually

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OPENING DATE

JUNE 14, 2006

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CLOSING DATE

OPEN UNTIL FILLED

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration submit online at:

www.fly2houston.com

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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